# Assassination Records Review Board
# Final Determination Notification

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           AGENCY : HSCA
    RECORD NUMBER : 180-10060-10478
    RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :
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**December 8, 1995**

**Status of Document:** Postponed in Part

**Number of releases of previously postponed information:** 5

Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

**Number of Postponements:** 3

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

**Board Review Completed:** 10/24/95

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

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AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10478

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

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DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 10/11/77
PAGES : 5

SUBJECTS :
HSCA, ADMINISTRATION
MATTHEWS, LEODIS

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :
Box 2.

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[R] - ITEM IS RESTRICTED

**PAYROLL AUTHORIZATION FORM**

(Please Use Typewriter or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**
**Washington, D.C. 20515**

**(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)**

**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

| Employee Name (First-Middle-Last) | Effective Date |
|---|---|
| Leodis C. Matthews | 12/31/78 |
| **Employee Social Security Number** | **Type of Action** |
| 526-74-9097 | ☐ Appointment<br>☐ Salary Adjustment<br>☐ Title Change<br>☒ Termination (At close of business on effective date)<br>☐ Leave without pay (Beginning with effective date above and ending close of business________________ Specify Date) |
| **Employing Office or Committee/Subcommittee** | |
| Assassinations | |

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

| Position Title | Gross Annual Salary* |
|---|---|
| | |

* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date January 2, 19 79

______________________________
(Signature of Authorizing Official)

______________________________
(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

LOUIS STOKES
(Type or print name of Authorizing Official)

______________________________
(Type or print name and title of above official)

CHAIRMAN
(Title – If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00 as of ____________________

ID ____________________

Benefits ____________________

Payroll ____________________

(Revised: August 1, 1977)

Copy for Initiating Office or Committee

**PAYROLL AUTHORIZATION FORM**
(Please Use Typewriter or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**
**Washington, D.C. 20515**

**(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)**

## To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

| Employee Name (First-Middle-Last) | Effective Date |
|---|---|
| Leodis C. Matthews | November 1, 1978 |
| **Employee Social Security Number** | **Type of Action** |
| 526-74-9097 | ☐ Appointment<br>☒ Salary Adjustment<br>☐ Title Change<br>☐ Termination (At close of business on effective date)<br>☐ Leave without pay (Beginning with effective date above and ending close of business____________ ) Specify Date |
| **Employing Office or Committee/Subcommittee** | |
| Assassinations | |

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

| Position Title | Gross Annual Salary* |
|---|---|
| | $31,700.00 |

* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date November 8, 1978

(Signature of Authorizing Official)

LOUIS STOKES
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

(Type or print name and title of above official)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code________

Monthly Annuity $______.00 as of ________

ID ________

Benefits ________

Payroll ________

(Revised: August 1, 1977)

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

| Employee Name (First-Middle-Last) | Effective Date |
|---|---|
| Leodis C. Matthews | October 11, 1977 |
| **Employee Social Security Number** | **Type of Action** |
| 526-74-9097 | ☒ Appointment<br>☐ Salary Adjustment<br>☐ Termination (At close of business on effective date) |
| **Employing Office or Committee** | |
| Assassinations | |

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

| Position Title | Gross Annual Salary |
|---|---|
| Staff Counsel | $30,000.00 |

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date October 11, 1977 [signature]
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

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All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

**Copy for Initiating Office or Committee**

# M E M O R A N D U M

TO: ALL STAFF

RE: Payroll Certification

The Regulations and Accounting Procedures for Allowances and Expenses of Committees, Members and Employees of the U.S. House of Representatives require that, among other things, the Committee's monthly payroll certification include the relationship, if any, of each employee to any current Member of Congress. This certification is signed monthly by our Chairman.

The following are the relationships to be included in the certification:

| | | |
|---|---|---|
| father | nephew | brother-in-law |
| mother | niece | sister-in-law |
| son | husband | stepfather |
| daughter | wife | stepmother |
| brother | father-in-law | stepbrother |
| sister | mother-in-law | stepsister |
| uncle | son-in-law | half-brother |
| aunt | daughter-in-law | half-sister |
| first cousin | | |

Please complete the appropriate portion below, sign and date this form, which will then become a part of your permanent personnel file. If this status changes, you must notify the Committee's Budget Office immediately of the change.

☒ I am not related to any current (95th Congress) Member of Congress.

☐ I am related to a current (95th Congress) Member of Congress. (Please specify.) ______________________

______________________

[signature]
Signature of Employee

October 11, 1977
Date

# M E M O R A N D U M

TO: Thomas Howarth, Budget Officer
FROM: I. Charles Mathews, Special Counsel ICM
DATE: September 28, 1977
RE: Mr. Leodis (Lee) Matthews

Mr. Leodis (Lee) Matthews has accepted the position of Senior Staff Attorney with the John F. Kennedy Task Force. His effective starting date will be October 11, 1977, and his starting salary will be $30,000.00 per annum.

Mr. Matthews graduated from Northwestern School of Law in 1973 and since that time has served in the Multnomah County (Portland, Oregon) District Attorney's Office. He is currently Senior Deputy District Attorney with that office.

Your full co-operation is expected in familiarizing Mr. Matthews with staff procedures and welcoming him aboard.

ICM:jl